

COPY

EXHIBIT 1



PLANNING DEPARTMENT

TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 1120 • FAX (508) 839-4602
planningdept@graffon-ma.gov
www.graffon-ma.gov

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GRAFTON, MA

2018 JAN -5 AM 11:53

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APPLICATION FOR SPECIAL PERMIT

Application No. SP 2018-1

APPLICANT & PROPERTY OWNER INFORMATION

NAME Matt and Amy Firlings
STREET 263 Providence St. CITY/TOWN South Grafton
STATE MA ZIP 01520 TELEPHONE 508-723-6293
NAME OF PROPERTY OWNER (if different from Applicant) Matt and Amy Firlings
Deed recorded in the Worcester District Registry of Deeds Book 51896 Page 309

SITE INFORMATION:

STREET AND NUMBER 263 Providence St.
ZONING DISTRICT R40 ASSESSOR'S MAP 115 19 LOT #(S) 19
LOT SIZE _____ FRONTAGE _____
CURRENT USE Residential - Commercial office

PROJECT/PLAN INFORMATION:

PLAN TITLE _____
PREPARED BY (name/address of PE/Architect) _____
DATES _____

Use for which Special Permit is sought: (refer to § 3.2.3.1 of the Zoning Bylaw - Use Regulation Table):

multi-family

Cite all appropriate sections of the Zoning By-Law which pertain to this Application, Use and Site:

TO THE GRAFTON PLANNING BOARD:

The undersigned, being the APPLICANT named above, hereby applies for a SPECIAL PERMIT to be granted by the Planning Board and certifies that, to the best of APPLICANT'S knowledge and belief, the information contained herein is correct and complete.

Applicant's Signature

[Signature]

Date: _____

Property Owner's Signature (if not Applicant)

[Signature]

Date: 12/25/17

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APPLICATION FOR SITE PLAN APPROVAL

Application No. 'SP 2018-7'

APPLICANT NAME: Amy and Matt Firlings

STREET 263 Providence St. CITY/TOWN South Grafton

STATE MA ZIP 01536 TELEPHONE 508-723-6293

PROPERTY OWNER NAME: Amy and Matt Firlings

STREET 263 Providence St. CITY/TOWN South Grafton

STATE MA ZIP 01520 TELEPHONE 508-723-6293

Deed recorded in the Worcester District Registry of Deeds Book 51896 Page 309

CONTACT PERSON'S NAME: Matt Firlings

TELEPHONE 508-723-6293

SITE INFORMATION:

STREET AND NUMBER 263 Providence Street

ZONING DISTRICT R40 ASSESSOR'S MAP 115 LOT #(S) 19

LOT SIZE _____ FRONTAGE _____

CURRENT USE Single family - Commercial office

PLAN INFORMATION:

PLAN TITLE _____

PREPARED BY _____

DATE PREPARED _____ REVISION DATE _____

Describe proposed changes / additions: multi-family, see project narrative

TO THE GRAFTON PLANNING BOARD:

The undersigned, being the APPLICANT named above, hereby applies for approval of the above entitled SITE PLAN by the Planning Board and certifies that, to the best of APPLICANT'S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Zoning By-Law of the Town of Grafton.

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Applicant's Signature [Signature]

Date: _____

Property Owner's Signature (if not Applicant) [Signature]

Date: 12/22/17

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TREASURER / COLLECTOR

Certificate of Good Standing

Applicants seeking permits with the Town of Grafton must submit this completed form at the time of application. When all obligations are paid to date, you must attach this "Certificate of Good Standing," with your application. Delinquent bills must be paid in full before the appropriate department accepts your application. Please make arrangements to pay these outstanding bills at the Collector's Office.

Please note: it can take up to three (3) business days to process each request.

Please check all that apply and indicate if permit(s) have been issued.

| | Permit Issued? | | | Permit Issued? | |
|---|----------------|-------|--|----------------|-------|
| | Yes | No | | Yes | No |
| <input type="checkbox"/> Building - Inspection(s) | _____ | _____ | <input type="checkbox"/> Septic System | _____ | _____ |
| <input type="checkbox"/> Building - Electric | _____ | _____ | <input type="checkbox"/> Conservation | _____ | _____ |
| <input type="checkbox"/> Building - Plumbing | _____ | _____ | <input type="checkbox"/> Planning | _____ | _____ |
| <input type="checkbox"/> Board of Health | _____ | _____ | <input type="checkbox"/> Other | _____ | _____ |

Other Permit: _____

Amy + Matthew Firlings

Petitioner Name

15 Prospect St.

Petitioner Address

North Grafton MA 01536

City, State, Zip

508-839-8954

Phone

Amy & Matt Firlings

Property Owner / Company Name

~~263 Providence Road~~

Grafton, MA

City, State, Zip

263 Providence Road

| Date: | Current | Delinquent | N/A |
|----------------------|---------|------------|-----|
| Real Estate | ✓ | | |
| Personal Property | | | ✓ |
| Motor Vehicle Excise | ✓ | | |
| Disposal | | | ✓ |
| General Billing | | | ✓ |

Jessica Gomez

Treasurer / Collector Name (please print)

[Signature]

Treasurer / Collector Signature

12/29/17

Date

Project Narrative

Request for a special permit for change of use

263 Providence Road South Grafton, MA 01560

Present owner purchased subject property at 263 Providence Street on January 30th, 2018 (attached public record)

The property is presently zones as Residential Multi Family. The previous owners were using the property as single family home and commercial office space.

There are 2 distinct but attached pieces of this property. The main house is a 4 bedroom, 3 bathroom (1 full) home. Attached to but not accessible from the main house is a 40*30 carriage house. Above the carriage house is a large finished space with heat, a full bathroom, and a loft space. This space is approximately 1600sq feet with the loft area. This is being currently used as commercial office space.

The space above the carriage house will be repurposed as 2 bedroom apartment. A kitchen will be installed as well as 2 bedrooms framed into the existing finished space. All the work will be done within the building codes and with the proper construction permits.

There are 8 parking spaces at the location. The carriage house space has separate front and rear egress.

Please refer to all attached documentation.

Thank You.

Matthew Firlings

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263 Providence Street, South Grafton, MA 01560

Application for Special Permit

Detailed Description of Proposed Work to be Performed

- **Exterior**
 - Cut back trees and greenery around house and carriage house
 - Repair/replace roof of carriage house
 - Replace exterior doors
 - Paint exterior clapboard
 - Replace/repair gutters on carriage house
 - Repair exterior stairs and railing
- **Interior**
 - **bathroom**
 - Plumb and install tub to existing bathroom
 - **Kitchen**
 - Build out kitchen on existing interior wall using existing rough plumbing
 - Install all cabinetry and counter tops for open kitchen
 - Install and connect kitchen sink, dishwasher to existing rough plumbing
 - Install gas stove/oven and microwave
 - Upgrade and install necessary outlets and electrical for open kitchen
 - **Bedrooms**
 - Frame out walls for 2 12x15 bedrooms in main living floor of carriage house
 - Install electric heat with thermostat in each bedroom
 - Install Electrical for lighting and outlets in bedrooms
 - Modify existing forced hot air heat patterns for new bedrooms
 - **General Interior**
 - Upgrade electrical where necessary, install additional lighting and outlets

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1.3.3 Site Plan Review

The following is a list addressing materials included and waivers requested for Section 1.3.3.3 of the Grafton Zoning by-laws

A) Application Form and all materials for public hearing

Included with application

B) All Fees

Included with application

C) Written description of proposed use

Narrative and description of work included with application

D) The following is a list of waivers I request from section d.:

- 1) Included with application
- 2) Included with application
- 3) Included with application
- 4) Included with application
- 5) Included with application
- 6) Included with application
- 7) Included with application
- 8) Locus map
- 9) Title block name of project, applicant. Property owner, address, assessor map and lot number, date
- 10) N/A waiver requested
- 11) Included with application
- 12) N/A waiver requested
- 13) Included in application
- 14) N/A waiver requested
- 15) N/A waiver requested
- 16) Parking requirement and parking map
- 17) N/A waiver requested
- 18) Driveway and driveway opening map
- 19) N/A waiver requested
- 20) N/A waiver requested
- 21) N/A waiver requested
- 22) N/A waiver requested
- 23) N/A waiver requested
- 24) N/A waiver requested
- 25) N/A waiver requested
- 26) Included with plan
- 27) N/A waiver requested
- 28) N/A waiver requested

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29) N/A waiver requested

30) N/A waiver requested

31) Included with plan

E) Storm water Management

Waiver requested

F) Calculations for earth removal

Waiver requested

G) Written statements

Waiver requested

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DEC 27 2017
GRAFTON
ASSESSORS

BOARD OF ASSESSORS

Request for Abutters List

Date of Request: _____ Date List Needed: _____
Requested by: Amy and Matt Firlings Phone: 508-723-6293
Name of Property Owner: Amy and Matt Firlings
Street Address of Property: 263 Providence Road South Grafton
Map: 115 Block: _____ Lot: 19

REASON FOR LIST:

| | | |
|--|------------|----|
| Hearing before Zoning Board of Appeals | Yes | No |
| Hearing before Planning Board | <u>Yes</u> | No |
| Hearing before Conservation Commission | Yes | No |

Other: _____

REASON FOR HEARING - (please circle)

Variance Scenic Road Title 5 Special Permit Subdivision

Other: _____

RADIUS FOR ABUTTERS - (please check one)

Immediate _____ 300 Feet ✓ Upon, along, across or under: _____

LABELS

Two Sets of Labels will be provided if needed: Yes ✓ No _____
(Planning Board requires 2 sets of Labels)

Office Use Only

Date List Prepared: 12-27-17 Address Labels Prepared: KOB
Fee Charged: \$ 25.00 Amt. Paid: 25.00 \$ Date: 12/29/17
Check: # _____ Cash: \$ 25.00 Money Order: \$ _____

Pd Cash
MMF

12/27/2017

263 Providence Road
Map 115 Lot 19

Kenneth M. O'Brien
Kenneth M. O'Brien,
Data Collector

| ID | Site Address | Owner Name | Co-Owner Name | Owner Address | Owner City | Owner State | Owner Zip | Book | Page |
|-----------------------|---------------------|----------------------------|---------------------------------|---------------------|--------------|-------------|------------|-------|------|
| 110/107.0-0000-0026.0 | 253 PROVIDENCE RD | TOMKIEWICZ SUSAN ET AL | TOMKIEWICZ REALTY TRU | 253 PROVIDENCE RD | S GRAFTON MA | | 01560-1108 | 5612 | 41 |
| 110/115.0-0000-0016.0 | 255 PROVIDENCE RD | FLYNN JOSEPH A | FLYNN EILEEN A | 255 PROVIDENCE RD | S GRAFTON MA | | 01560-1145 | 5171 | 343 |
| 110/115.0-0000-0017.0 | 257 PROVIDENCE RD | WATSON JOHN A & JUDITH | SEDDON PAUL J & JILL W | 257 PROVIDENCE RD | S GRAFTON MA | | 01560 | 46138 | 379 |
| 110/115.0-0000-0019.0 | 263 PROVIDENCE RD | WHITTEMORE ASSOCIATE | | 263 PROVIDENCE RD | S GRAFTON MA | | 01560 | 51896 | 309 |
| 110/115.0-0000-0020.0 | 267 PROVIDENCE RD | LINCOLN JONATHAN | | 267 PROVIDENCE RD | S GRAFTON MA | | 01560 | 51118 | 284 |
| 110/115.0-0000-0021.0 | 277 PROVIDENCE RD | WELLS FARGO BANK N A T I C | O C W E N L O A N S E R V I C I | 1661 WORTHINGTON RD | WEST PALM FL | | 33409 | 55621 | 122 |
| 110/115.0-0000-0031.0 | 274 PROVIDENCE RD | 274 PROVIDENCE RD LLC | | 27 SHADOWBROOK LN | MILFORD MA | | 01757 | 55689 | 250 |
| 110/115.0-0000-0032.0 | 270 PROVIDENCE RD | HUCHOWSKI JAMES P & C | HUCHOWSKI LIVING TRUS | 143 KETH HILL ROAD | S GRAFTON MA | | 01560 | 52906 | 285 |
| 110/115.0-0000-0033.0 | 18 MAIN STREET | GRAFTON HOUSING ASSO | | 13 ZGONIS DRIVE | S GRAFTON MA | | 01560-1152 | 7063 | 156 |
| 110/115.0-0000-0034.0 | 262 PROVIDENCE RD | COFSKE JOHN R | | 262 PROVIDENCE RD | S GRAFTON MA | | 01560 | 38207 | 160 |
| 110/115.0-0000-0035.0 | 260 PROVIDENCE RD | VAN KLEECK P KENNETH & K | AND B REALTY TRUST | 41 SCHOOL STREET | UPTON MA | | 01568 | 49378 | 329 |
| 110/115.0-0000-0036.0 | 258 PROVIDENCE RD | RUSSELL SUSANNE | | 78 MCCLELLAN RD | SUTTON MA | | 01590 | 52150 | 211 |
| 110/115.0-0000-0038.0 | 5 CROSS STREET | MATUZEK STANLEY G | MATUZEK ELIZABETH | 5 CROSS STREET | S GRAFTON MA | | 01560-1103 | 25635 | 322 |
| 110/116.0-0000-0028.C | 160 KEITH HILL ROAD | PHILBRICK DREW J | PHILBRICK FLORENCE T | 160 KEITH HILL ROAD | S GRAFTON MA | | 01560-1204 | 13972 | 87 |
| 110/116.0-0000-0028.D | 168 KEITH HILL ROAD | HIGGINBOTTOM BARRY K | HIGGINBOTTOM CYNTHIA | 168 KEITH HILL ROAD | S GRAFTON MA | | 01560-1203 | 31824 | 24 |
| 110/116.0-0000-0040.0 | 170 KEITH HILL ROAD | RENAUD WILLIAM R | | 170 KEITH HILL ROAD | S GRAFTON MA | | 01560 | 56007 | 244 |
| 110/116.0-0000-0041.0 | 172 KEITH HILL ROAD | LABBE MICHAEL A | | 172 KEITH HILL ROAD | S GRAFTON MA | | 01560 | 39616 | 136 |
| 110/116.0-0000-0042.0 | 174 KEITH HILL ROAD | GRAY JAMES V | GRAY SARA G | 174 KEITH HILL ROAD | S GRAFTON MA | | 01560 | 53923 | 113 |

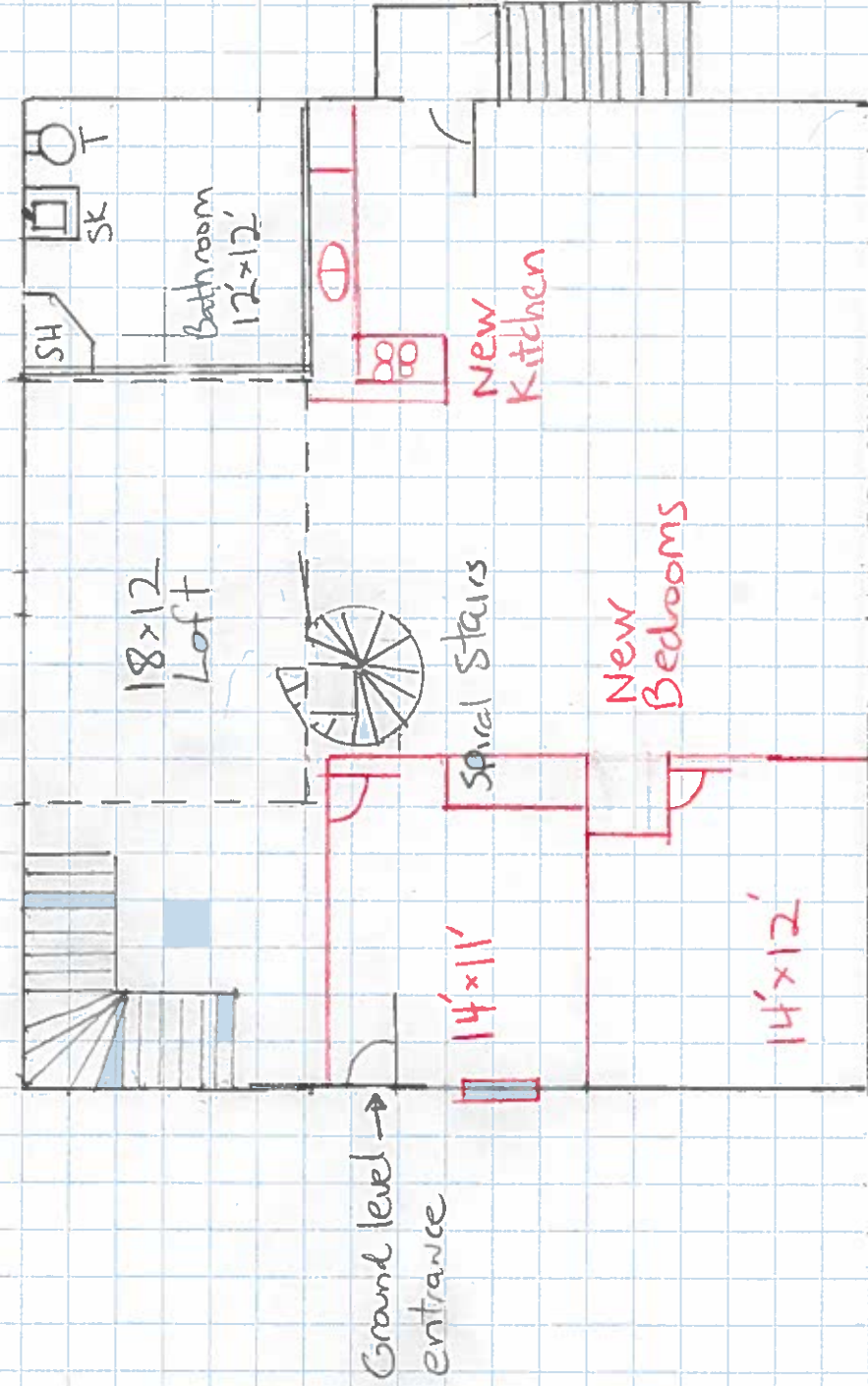
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263 Providence Road
South Grafton

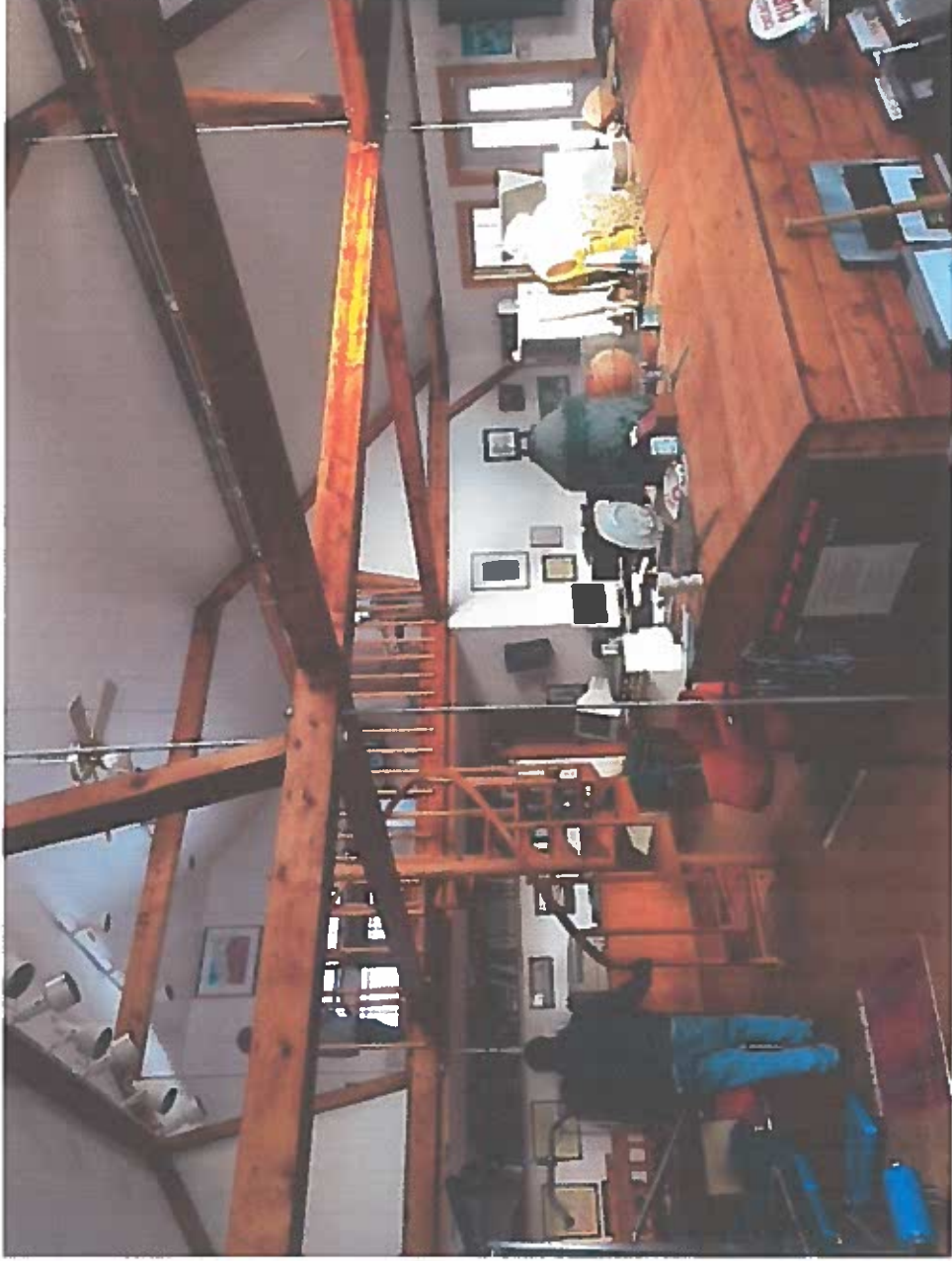
Carriage House Apartment Conversion



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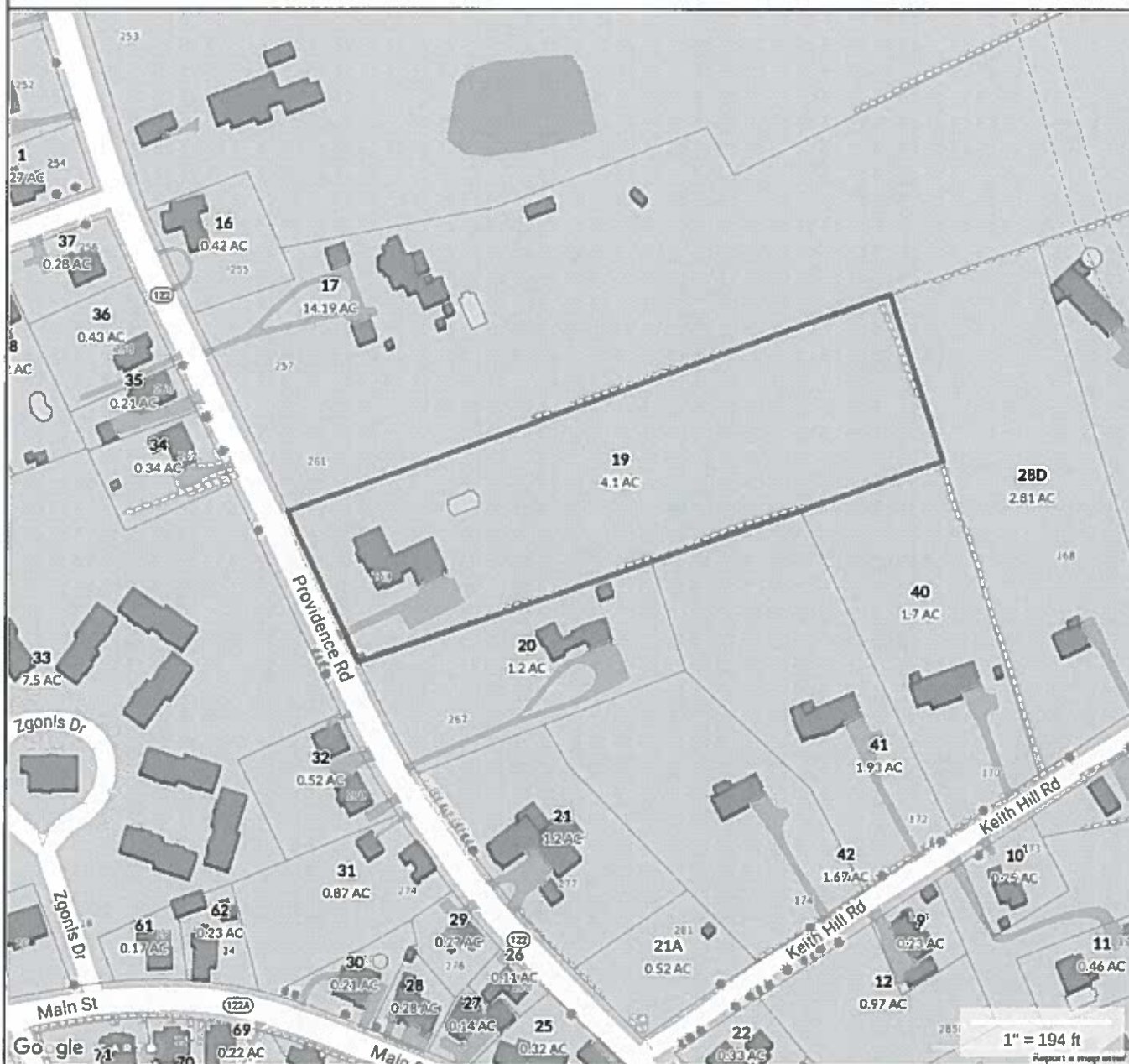
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Property Information

Property ID 110/115.0-0000-0019.0
 Location 263 PROVIDENCE ROAD
 Owner WHITTEMORE ASSOCIATES INC



MAP FOR REFERENCE ONLY
 NOT A LEGAL DOCUMENT

Town of Grafton, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated 6/1/2017
 Properties updated 12/22/2016

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